

HOW TO WRITE AN ESSAY

There are many ways to write an essay. However, the standard essay form follows the same basic patterns as discussed below. Most essays take a repetitive form sometimes known as the 'hamburger essay'. What this means is that the introductory and concluding paragraphs are very similar, whereas the most important information is found in the body of the essay. Think of a hamburger: The buns cover the top and the bottom –the introduction and conclusion- and provide a nice covering for the most important part of the meal, the burger.

Here's how:

- Select the topic of your essay.
 - Choose the central idea, or thesis, of your essay. For example: Information technology has revolutionized the way we work.
 - Outline your essay into introduction, body and summary paragraphs.
1. The **introductory paragraph** begins with an interesting sentence. For example: *Home workers have grown from 150,000 to over 12 million in the past 5 years thanks to the wonders of the computer.* There are different types of introductions: interesting statistics, a quote from a famous person, or a rhetorical question such as *Did you know that...?* After this first sentence, add your thesis statement (main idea or purpose of the text) from above. The thesis clearly outlines what you hope to express in the essay. Use one sentence to introduce every body paragraph to follow. This linking to ideas you will develop further in your body paragraphs provides structure to your essay. Finish the introductory paragraph with a short summary or goal statement. For example: *Technological innovation has thus made the traditional workplace obsolete.*
 2. In each of the **body paragraphs** (usually two or three) the ideas first presented in the introductory paragraph are developed. Remember that referring to ideas first introduced in the initial paragraph provides structure to your essay. Develop your body paragraphs by giving detailed information and examples. For example: *When the Internet was first introduced it was used primarily by scientists, now it is common in every classroom.* Body paragraphs should develop the central idea and finish with a summary of that idea. There should be at least two examples or facts in each body paragraph to support the central idea.
 3. The **summary paragraph** summarizes your essay and is often a reverse of the introductory paragraph. Begin the summary paragraph by quickly restating the principal ideas of your body paragraphs. For example: *The Internet in the home, benefits and ease of use of modern computer systems...* The penultimate sentence should restate your basic thesis of the essay. For example: *We have now passed from the industrial revolution to the information revolution.* Your final statement can be a future prediction based on what you have shown in the essay. For example: *The next step: The complete disappearance of the workplace.*

EXPRESSING OPINIONS
In my opinion,
Personally, I think / I believe (that)...
I strongly believe that....
It is clear (to me) that...
I feel very strongly that...
I (completely) agree / disagree with...
It seems to me that...
As I see it,
To my mind,
In my view,
From my point of view,
As far I am concerned,
I am sure / convinced that...
I (dis)agree with the statement because...

GIVING REASONS
My main reason is....
Another reason is...
One reason for... is
Many people say/ believe that...
Because...
Since...
Because of/ due to...

EXPRESSING FACTS
It is widely known that...
It is a well-known fact that ...
Research has shown that...
There is / are definitely...
It is a fact that...
It is clear / true that...
For example / for instance,

EXPRESSING PURPOSE
So (that) + clause
In order to + inf.
To + inf.
So as to + inf.

ADDING IDEAS
What is more,
Moreover /
Furthermore /
In addition (to)
Firstly, / First of all,
Secondly, / Second of all,
Thirdly, / Third of all,
Lastly,
Finally,
On top of that,
Apart from (that)...

EXPRESSING CONTRAST
Although
Despite + the fact that + clause + V -ing + Noun / pronoun
In spite of + the fact that + clause + V -ing + Noun / pronoun
Even if
Whereas
However
In contrast
But
On the one hand... On the other hand...

CONCLUDING THE ESSAY	
To sum up,	It is clear that...
To conclude,	On the whole,
In conclusion,	All in all,
In short,	All things considered,